

INDAKA LOCAL MUNICIPALITY

**2009/2010 SERVICE DELIVERY BUDGET
IMPLEMENTATION PLAN (SDBIP)**

INDAKA MUNICIPALITY- SERVICE DELIVERY AND BUDGET

IMPLEMENTATION PLAN FOR THE 2008/2009 FINANCIAL YEAR.

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Introduction

Section 1 of the Municipal Finance Management Act (No.56 of 2003) defines the SDBIP as:

“a detailed plan approved by the mayor of municipality in terms of section 53 (1)©(ii) for implementing the municipality’s delivery of services and the execution of its annual budget and which must include (as part of the execution of its annual budget and which must include (as part of the top-layer)the following:

- (a) Projections for each month of-
 - (i) Revenue to be collected, by source; and
 - (i) Operational and capital expenditure, by vote;
 - (b) service delivery targets and performance indicators for each quarter”.
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The municipal manager is responsible for the preparation of the SDBIP, which must be legally submitted to the mayor for approval once the budget has been approved by the council (around end-May or early-June).However the municipal manager should start the process to prepare the top-layer of the SDBIP no later than the tabling of the budget (around approval of the budget. The mayor should therefore approve the final SDBIP and performance agreement of the municipal manager public within 14 days, preferably before 1July.Note that it is only the top layer(of high-level)detail of the SDBIP that is required to be made public.

It is the output and goals made public in the SDBIP that is required to be made public.

It is the output and goals made public in the SDBIP that will be used to measure performance on a quarterly basis during the financial year. Note that such in-year monitoring is meant to be a light form of monitoring. The council should reserve its oversight role over performance of the financial year, when the mayor tables the annual report of the municipality.

The in year monitoring is designed to pick up major problems only, and aimed at ensuring that the mayor and municipal manager are taking corrective steps when any unanticipated problems arise. The SDBIP serves a critical role to focus both the administration and council on outputs by providing clarity of service delivery expectations, expenditure and revenue requirements, service delivery targets delivery targets and performance indicators.

The SDBIP provides the vital link between the mayor, council (executive and the administration, and facilitates the process for holding management accountable for its performance. The SDBIP is a management, implementation and monitoring tool that will assist the mayor, councilors, municipal managers and community. Properly formulated SDBIP will ensure that appropriate information is circulated internally and externally for purposes of monitoring the execution of the budget, performance of senior management and achievement of the strategic objectives set by council. It enables the municipal manager to monitor the performance of senior managers, the mayor to monitor the performance of the municipal manager to monitor the performance of senior managers, the mayor to monitor the performance of the municipality. The SDBIP should therefore determine (and be consistent with) the performance agreements between the mayor and the municipal manager and the municipal and the mayor. It must also be consistent with outsource service delivery agreements such as municipal entities, public-private partnerships, service contracts and the like.

The SDBIP concept

Municipal managers are encouraged to develop the SDBIP concept further so that it is meaningful and useful to managers. Many municipal managers will already have some form of management plan and the challenge is to develop such management plans as a SDBIP.

Whilst the budget sets yearly service delivery and budget targets (revenue and expenditure per vote), it is imperative that in year mechanisms are able to

measure performance and progress on a continuous basis. Hence, the end-of-year targets must be based on quarterly and monthly information. Being a start-of-year planning and target tool, the SDBIP 72 (mid-year report) and end-of-year annual reports.

The SDBIP is essentially the management and implementation tool which sets in-year information, such as quarterly service delivery and monthly budget targets, and links each service delivery output to the budget of the municipality, thus providing credible management information and a detailed plan for how the municipality, thus provide such services and the inputs and financial resources to be used. The SDBIP indicates the responsibilities and outputs for each of the senior managers in the top management team, the inputs to be used, and outputs for each of the of the senior managers in the top management team, the inputs to be used, and the time deadlines for each output. The SDBIP will therefore determine the performance agreements of the municipal manager and senior managers, including the outputs and deadlines for which they will be held responsible. The SDBIP should also provide all expenditure information (for capital projects and services) per municipal ward, so that each output can be broken down per ward, where this is possible, to support ward councilors in service delivery information.

The SDBIP is also a vital monitoring tool for the mayor and council to monitor the performance of the municipal manager and for the municipal manager to monitor the performance of all managers in the municipality within the financial year. This enables mayor and the municipal manager to be pro-active and take remedial steps in the event of poor performance. The SDBIP aims to ensure that managers are problem-solvers, who routinely look out for unanticipated problems and resolve them as soon as possible.

The SDBIP also enables the council to monitor the performance of the municipality against quarterly targets on service delivery.

Being a management and implementation plan (and not a policy proposal), the SDBIP is not required to be approved by the purpose of monitoring. The SDBIP should be seen as a dynamic document that may (at lower layers of the plan) be

continually revised by the municipal manager and other top managers, as actual performance after each month or quarter is taken into account. However, the top-layer of the SDBIP and its targets cannot be revised without notifying the council, and if there is to be changes in service delivery targets and performance indicators, this must be with the approval of the council, following approval of an adjustments budget (section 54(1)© of MFMA). This council approval is necessary to in the event where there is poor performance.

Timing and Methodology for Preparation of the SDBIP

Section 69 (3) (a) of the MFMA requires the accounting officer to submit a draft SDBIP to agreement as required in terms of the section 57 (1) (b) of the Municipal Systems Act. The mayor in accordance with section 53 (i) (c) (ii) of the MFMA.

These are the legal requirements and deadline limits to assist a municipalities, starting with senior managers to draw up their second layer departmental SDBIPs in the early stages of the planning and budget preparation process in line with the strategic direction set in the IDP. The mayor and municipal manager should lead this process.

The municipality should ideally publish its draft SDBIP with its draft budget, or soon after as supporting documentation to assist its budget hearing process normally held at the end of March or in April. As noted above, the SDBIP should be submitted to the mayor by 1 May at the latest day. If the draft SDBIP is to be provided for budget hearings the municipality may want to bring this date forward, or provide departmental SDBIPs as supporting information to the relevant committee around the end of March. The mayor will need to approve such departmental or draft SDBIP by mid-March. It should be noted that it is up to the municipality to determine extra detail, and whether they wish to bring forward forward their deadlines for submission and approval. Municipality could also opt to have a high level SDBIP complete with ward break-downs for tabling and publication, but may also in addition make available lower layer departmental SDBIPs and other information as requested by council.

With carefully planning of the budget process it may be possible for the mayor to approve the SDBIP in less than 7days after the council approves the budget. Legally to take account of possible revisions to the budget, Act allows for this to occur not later than 28 days after budget approval.

The SDBIP is a key management, implementation and monitoring tool, which provides operational content to the end-of-year service delivery targets set in the budget and IDP. It determines the performance can then be monitored through section 71 monthly reports, and evaluated through the annual report process .

Quarterly Targets

Vote /Indicator	Unit of Measurement	Annual Target	Revised Target	Quarter Ending September		Quarter Ending December		Quarter Ending March		Quarter Ending June		Explanation of variance
				Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	
Department-Financial Services (Chief Financial Officer) Vote:Finance & Administration Budget & Management Accounts												
Compilation of financial statements in terms of MFMA	Submitted to Auditor-General	1										
Time schedule of deadlines for 2010/2011 budget	by 31 August 2009	1										
Budget statements	Submitted in August 2009	12										
Implementation of budget	No. of statements	4										
Consolidate & prepare proposed 2010/2011 budget	No. of reports											
6th monthly budget statement	Started in December 2009	1				1						
Adjustment budget for 2009/2010	Tabled in January 2010	1				1						
Budget related policies	Tabled in January 2010	1				3		3		3		
Draft SDBIP for 2010/2011	Finalised in February 2010	1				1		1		1		
Primary banking account detail to	Tabled in March 2010	1										
Provincial Treasury & Auditor-General	Tabled in March 2010	1						1				
Draft 2010/2011 budget to NT(3 copies)												
Final 2010/2011 budget to NT	Forwarded in March 2010	1										
SDBIP for 2010/2011	Forwarded in April 2010	1										
	Approved in May 2010	1									1	
<u>Revenue</u>	Forwarded in June 2010	1									1	
Monitor the implementation of credit control and indigent policies	Approved in June 2010	1									1	
Monitor debtor collection targets	Report monthly to FMC	12		3				3		3		
Complaints received on inaccurate accounts	Report monthly to FMC	12		3				3		3		
Monitor progress of valuation of properties in terms of new Property Rates Act				20				20		20		
	NO. of complaints	80		3				3		3		
<u>Expenditure</u>												
DORA reports on all grants received	Report monthly to FMC	12		3								
SCM reports in accordance with regulations,policy and procedures	Submitted monthly			100%							100%	
Suppliers on municipality's database	Completed in July 2006	12		3				3				
Payroll is completed timerously and accurately	Completed within 7 working days	1		1								
Payment of creditors on time in terms of Section 65 of the MFMA	days of the end of the month			100%							100%	
Expenditure on staff salaries,wages,allowances and benefits	No.paid on time			100%							100%	
	Report quarterly to MFC	4		1				1		1		

MUNICIPAL MANAGER

KPA 1 – INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION

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MUNICIPAL MANAGER

KEY PERFORMANCE AREA & INDICATOR	ACTIVITY	UNIT OF MEASUREMENT	BUDGETED AMOUNT	ANNUAL TARGET	QUARTER ENDING 30 SEPT '09		QUARTER ENDING 31 DEC '09		QUARTER ENDING 31 MAR '10		QUARTER ENDING 30 JUN '10	
					Projec ted	Actual	Projec ted	Actual	Projec ted	Actual	Projec ted	Actual
15. Contract services	Identify and Implement Contract Services	No of contracts	396,774		99193		99193		99193		99193	
16. Fuel and Lubricants	Determine usage and Re-order levels of fuel and lubricants	Amount of lubricants purchased and used	239268		59817		59817		59817		59817	
17. Registration and license fee	Provide registration and licenses	Amount of registered and licensed items	7781								7781	
18. R&M office furniture and equipment	Repair and maintain office furniture and equipment	Items of office equipment and furniture repaired	31,470		7867		7867		7867		7867	
19. R&M of vehicle and Plant	Maintain a repairs and maintenance schedule of vehicles and plant repairs.	No of vehicles and plant maintained and repaired	141,343		35336		35336		35336		35336	
20. Waste management	Develop and implement a waste management strategy	Strategy developed and implemented	30,211		30211							
21. Contract services (FBE)	Compile an Indigent Register	Compiled Indigent Register	2,799,865		699966		699966		699966		699966	
22. Refuse Removal	Provide Refuse removal	No of wards provided with refuse removal	215,045		53761		53761		53761		53761	
23. Contract services	Draft contracts to (fill vacant positions)	No of contracts drafted	574,000									
24. Conference and Seminars	Attendance at relevant conferences and seminars	No of relevant Conferences and Seminars attended	30,247									
25. Entertainment	Organize entertainment events for the community	No of events organised	8,032									
26. Membership			1866									
27. Training councilors	Provide councilors with training	No of councilors trained	490									
28. Lums			1111									
29. Gijima Rural Development			4,247									
30. Housing development plan	Develop a housing plan	Housing Plan Developed	50,000.00									

MUNICIPAL MANAGER

KPA 2 - INFRASTRUCTURE AND SERVICE DELIVERY

KEY PERFORMANCE AREA & INDICATOR	ACTIVITY	UNIT OF MEASUREMENT	BUDGETED AMOUNT	ANNUAL TARGET	QUARTER ENDING 30 SEPT '09		QUARTER ENDING 31 DEC '09		QUARTER ENDING 31 MAR '10		QUARTER ENDING 30 JUN '10	
					Projec ted	Actual	Projec ted	Actual	Projec ted	Actual	Projec ted	Actual
1. Ilenge community hall	Construct Ilenge community Hall	Community hall constructed	133,399									
2. Amakhasi community hall	Construct Amakhasi Community Hall	Community hall constructed	90,182									
3. Limehill crèche	Construct limehill crèche	Limehill crèche completed	51,324									
4. Stanford crèche	Construct Stanford crèche	Stanford crèche completed	26,867									
5. Crèche in ward 1	Construct crèche in ward 1	Ward 1 crèche completed	430,000									
6. Crèche in ward 2	Construct crèche in ward 2	Ward 2 crèche completed	430,000									
7. Market stalls at Makhasi Ward2	Construct market stalls	No of market stalls completed										
8. Mkhalandoda community hall	Construct Mkhalandoda community hall	Community hall constructed	380,000									
9. Ward 10 community hall	Construct ward 10 community hall	Community hall constructed										
10. Crèche in ward 5	Construct crèche in ward 5	Ward 5 crèche completed	430,000									
11. Tholeni mini factory	Construct Tholeni mini factory	Mini factory completed	66,011									
12. Arts and Crafts center	Construct arts and crafts center	Arts and crafts center completed	90,000									
13. Disaster management	Disaster management	No of disasters managed	264,000									
14. Ilenge Cannabilism Route		Route Completed	1,000,000									
15.												
16.												
17. Multi Purpose Community Centre	Construction of MPCC	Complete MPCC	4,000,000									
18. Sport	Construction of Sportsfield	Completed Sportsfield	90,000									

MUNICIPAL MANAGER

KEY PERFORMANCE AREA & INDICATOR	ACTIVITY	UNIT OF MEASUREMENT	BUDGETED AMOUNT	ANNUAL TARGET	QUARTER ENDING 30 SEPT '09		QUARTER ENDING 31 DEC '09		QUARTER ENDING 31 MAR '10		QUARTER ENDING 30 JUN '10	
					Projec ted	Actual	Projec ted	Actual	Projec ted	Actual	Projec ted	Actual
19. Ekuvukeni Taxi Rank	Construction of Ekuvukeni Taxi Rank	Completed Ekuvukeni Taxi Rank	1,800,000									
20. Community Halls ward 9			380,000									
21. Market stall ward 2			700,000									
22. Market stall ward 4	Construction of Market Stalls	No of Market Stall Constructed	700 000									
23. Eradication of bucket system	District Function - Eradicate the bucket system in line with National Targets	No of buckets eradicated	917,585									
24. Ilenge road	Not started – Implementation phase – Contractors need to be introduced to Community.	Road constructed and completed	72,886	1								
25. Madazane Road Ext and Inkomani Road	Reconstruction of Road Hire of machines – Internal Const.	Road Reconstructed	785,600	1	Comple te							
26. MSIG			254,164									
27. Isibindi and Dalikosi	90 % complete	Road construction Complete	423,887	1	Comple te							
28. Izimbongolo Road(2 KM)	60 % Complete	Road construction completed	513,863	1			Comple te					
29. Sgodiphola Mshayazafe Road	70 % Complete	Road construction completed	619,020	1	Comple te							
30. Umbelebele to Skoti	Not started – Implementation phase – Contractors need to be introduced to Community.	Road construction completed	1,100,000	1							Comple te	
31. Mbodwane Road	Not started – Implementation phase – Contractors need to be introduced to Community.	Road constructed	1,100,000	1							Comple te	
32.												
33. Vaalkop to Etholeni	Not started – Implementation phase – Contractors need to be introduced to Community.	Road constructed	1,100,000	1							Comple te	
34. Ilenge road phase	Not started –	Road constructed	1,100,000	1							Comple	

MUNICIPAL MANAGER

KEY PERFORMANCE AREA & INDICATOR	ACTIVITY	UNIT OF MEASUREMENT	BUDGETED AMOUNT	ANNUAL TARGET	QUARTER ENDING 30 SEPT '09		QUARTER ENDING 31 DEC '09		QUARTER ENDING 31 MAR '10		QUARTER ENDING 30 JUN '10	
					<u>Projec</u> <u>ted</u>	<u>Actual</u>	<u>Projec</u> <u>ted</u>	<u>Actual</u>	<u>Projec</u> <u>ted</u>	<u>Actual</u>	<u>Projec</u> <u>ted</u>	<u>Actual</u>
2	Implementation phase – Contractors need to be introduced to Community.										te	
35. Cwebelele road	Not started – Implementation phase – Contractors need to be introduced to Community.	Road constructed	1,100,000	1							Comple te	
36. Mangcwabeni Road	Not started – Contractor not Appointed. –Closing Date for tender 13 June 08.	Road constructed	1,100,000	1							Comple te	
37. Umgejekazi Road	On preliminary Design Stage.	Road constructed	740,000	1								
38. Ubhuku road	Not started – Contractor not Appointed. –Closing Date for tender 13 June 08.	Road constructed	1,050,000	1							Comple te	
39. Emangceleni	Not started – Contractor not Appointed. –Closing Date for tender 13 June 08.	Road constructed	1,050,000	1							Comple te	
40. Ludimbi Road	Complete – Final Payment and Retention Funds -	Road constructed	111,869	Comple te								
41. Emangweni	Construction of the road		1, 000, 000	1								

MUNICIPAL MANAGER

KPA 3 – FINANCIAL MANAGEMENT AND VIABILITY

KEY PERFORMANCE AREA & INDICATOR	ACTIVITY	UNIT OF MEASUREMENT	BUDGETED AMOUNT	ANNUAL TARGET	QUARTER ENDING 30 SEPT '09		QUARTER ENDING 31 DEC '09		QUARTER ENDING 31 MAR '10		QUARTER ENDING 30 JUN '10	
					<u>Projected</u>	<u>Actual</u>	<u>Projected</u>	<u>Actual</u>	<u>Projected</u>	<u>Actual</u>	<u>Projected</u>	<u>Actual</u>
1. Compilation Of Budget & Adjustments Budget	Prepare budget plan for 2009/2010	Budget tabled to Council		1	1							
	Project Revenue for next 3 years.	Projection completed		1	1							
	Complete draft budget and table in Council	Completed Draft budget and resolution of Council meeting		1					1			
	Advertise draft budget	Advertisement Placed		1					1			
	Budget consultation process with Stakeholders	Number of meetings		7					7			
	Final budget approved by Council	Final Council resolution		1							1	
	Prepare and table adjustments budget	Adjustments budget Tabled		1					1			
2. Compilation Of Financial Statements	Compile financial statements for 2007/8	Financial Statements Completed	150 000	1	1							
	Compile Annual Report for Finance Department	Annual Report Compiled		1			1					
3. Audit Report	Provide responses to Audit Report	Responses provided		1					1			
	Present responses to Council Meeting in Auditor-Generals presence.	Responses presented to Council and Auditor-General		1					1			
4. Financial Reporting	Submit Monthly Financial Report to Mayor	No of reports submitted		12	3		3		3		3	
	Submit Service Delivery and Budget Implementation Plan	Approved SDBIP		4	1		1		1		1	

MUNICIPAL MANAGER

KEY PERFORMANCE AREA & INDICATOR	ACTIVITY	UNIT OF MEASUREMENT	BUDGETED AMOUNT	ANNUAL TARGET	QUARTER ENDING 30 SEPT '09		QUARTER ENDING 31 DEC '09		QUARTER ENDING 31 MAR '10		QUARTER ENDING 30 JUN '10	
					<u>Projected</u>	<u>Actual</u>	<u>Projected</u>	<u>Actual</u>	<u>Projected</u>	<u>Actual</u>	<u>Projected</u>	<u>Actual</u>
	to Mayor for approval											
	Prepare reports on Cash Flow and Staff Benefits	Number of reports submitted to Mayoral Committee		4	1		1		1		1	
	Prepare Mid-year Budget and Performance Assessment Report	Mid-year Budget and Performance Assessment Report prepared		1								
5. Cash Flow Management And Investments	Prepare Annual Cash Flow document	Cash Flow document prepared.		1								
	Revise Cash Flow quarterly	Revised Cash Flow document		4	1		1		1		1	
	Investment of surplus funds	Amount of idle cash in current account		4	1		1		1		1	
6. Debtor Management And Credit Control	Reconciliation of debtors book and a report on writing off of bad debts	Reconciled Debtors book and a report to Council		1	1							
7. Administration Of Payroll And Creditors	Reconciliation of the Payment of salaries and allowances	A reconciled payroll and ledger		12	3		3		3		3	
	Complete salary returns	Copies of returns		12	3		3		3		3	
	Payment of creditors within 30 days	Complaints received from creditors for late payments										
8. Supply Chain Management	Appointment of Supply Chain Management Officials	Number of SCM officials appointed		1	1							
	Compile database of suppliers	Completed Database		1								
	Evaluate tenders and prepare items for Adjudication Committee	No of tenders evaluated.		Ongoing								
9. Valuation Roll	Compilation of the Valuation Roll	Compiled Valuation Roll.	2,000 000									

MUNICIPAL MANAGER

KPA 4 – LOCAL ECONOMIC DEVELOPMENT

KEY PERFORMANCE AREA & INDICATOR	ACTIVITY	UNIT OF MEASUREMENT	BUDGETED AMOUNT	ANNUAL TARGET	QUARTER ENDING 30 SEPT '09		QUARTER ENDING 31 DEC '09		QUARTER ENDING 31 MAR '10		QUARTER ENDING 30 JUN '10	
					<u>Projec ted</u>	<u>Actual</u>	<u>Projec ted</u>	<u>Actual</u>	<u>Projec ted</u>	<u>Actual</u>	<u>Projec ted</u>	<u>Actual</u>
1. Stimulate the development of the Local Economy	Identify Local Economic developmental initiatives	No of initiatives identified	300 000									

MUNICIPAL MANAGER

KPA 5 – GOOD GOVERNANCE AND PUBLIC PARTICIPATION

KEY PERFORMANCE AREA & INDICATOR	ACTIVITY	UNIT OF MEASUREMENT	BUDGETED AMOUNT	ANNUAL TARGET	QUARTER ENDING 30 SEPT '09		QUARTER ENDING 31 DEC '09		QUARTER ENDING 31 MAR '10		QUARTER ENDING 30 JUN '10	
					<u>Projec</u> <u>ted</u>	<u>Actual</u>	<u>Projec</u> <u>ted</u>	<u>Actual</u>	<u>Projec</u> <u>ted</u>	<u>Actual</u>	<u>Projec</u> <u>ted</u>	<u>Actual</u>
1. Promotions and special functions	Promote Community Functions	No of Functions held	22 766									
2. Sports Fund	Provide financial assistance to sporting bodies	No of sporting bodies assisted	150 000									
3. Social services aid			200 000									
4. Youth Fund	Assistance in the development of youth	Number of youth programmes financed	110 000									
5. Peace Fund	Promotion of peace within the Indaka L.M.	No of function held to promote peace	90 000									
6. Gender Fund	Promotion of gender equality within the local Community	Number of gender equality workshops held	100 000									
7. Disabled	Provision of aids for the disabled	No of aids provided	40 000									
8. Religious Promotions	Promotion of religious teachings	No of teachings promoted	40 000									
9. Pauper Burial	Assistance with pauper burials	No of pauper burials undertaken	665 000									
10. HIV/AIDS	HIV/AIDS Awareness campaigns	No of awareness campaigns held.	100 000									
11. Sport	Sporting activities	No of sporting activities held.	90 000									

FINANCE DEPARTMENT

KPA 1 – Institutional Development and Transformation

KEY PERFORMANCE AREA & INDICATOR	ACTIVITY	UNIT OF MEASUREMENT	BUDGETED AMOUNT	ANNUAL TARGET	QUARTER ENDING 30 SEPT '09		QUARTER ENDING 31 DEC '09		QUARTER ENDING 31 MAR '10		QUARTER ENDING 30 JUN '10	
					<u>Projec</u> <u>Ted</u>	<u>Actual</u>	<u>Projec</u> <u>-ted</u>	<u>Actual</u>	<u>Projec</u> <u>-ted</u>	<u>Actual</u>	<u>Projec</u> <u>ted</u>	<u>Actual</u>
1. Maintenance and Accounting package support	Regularly obtain maintenance and support for the Accounting Software.	No of call outs	46,614	4								
2.												
3. Upgrade Computer Network	Arrange service providers to upgrade network	No of networks upgraded	3,304	1								
4. Ensure compliance with conditional Grant MSIG	Utilise grant funding as per Business Plan.	No of items identified in the business plan	750 000									
5.												
6. Management of Staff	Departmental meetings	Number of meetings		6	1	2		1		2		
	Feedback sessions with staff in terms of job descriptions	Number of staff		16		16						

FINANCE DEPARTMENT

KPA 2 - Financial Management & Viability

KEY PERFORMANCE AREA & INDICATOR	ACTIVITY	UNIT OF MEASUREMENT	BUDGETED AMOUNT	ANNUAL TARGET	QUARTER ENDING 30 SEPT '09		QUARTER ENDING 31 DEC '09		QUARTER ENDING 31 MAR '10		QUARTER ENDING 30 JUN '10	
					<u>Projec</u> <u>Ted</u>	<u>Actual</u>	<u>Projec</u> <u>-ted</u>	<u>Actual</u>	<u>Projec</u> <u>-ted</u>	<u>Actual</u>	<u>Projec</u> <u>ted</u>	<u>Actual</u>
1. Compilation Of Budget & Adjustments Budget	Prepare budget plan for 2009/2010	Budget tabled to Council		1	1							
	Project Revenue for next 3 years.	Projection completed		1	1							
	Complete draft budget and table in Council	Completed Draft budget and resolution of Council meeting		1					1			
	Advertise draft budget	Advertisement Placed		1					1			
	Budget consultation process with Stakeholders	Number of meetings		7					7			
	Final budget approved by Council	Final Council resolution		1							1	
	Prepare and table adjustments budget	Adjustments budget Tabled		1					1			
2. Compilation Of Financial Statements	Compile financial statements for 2007/8	Financial Statements Completed	150 000	1	1							
	Compile Annual Report for Finance Department	Annual Report Compiled		1			1					
3. Audit Report	Provide responses to Audit Report	Responses provided		1					1			
	Present responses to Council Meeting in Auditor-Generals presence.	Responses presented to Council and Auditor-General		1					1			

FINANCE DEPARTMENT

KEY PERFORMANCE AREA & INDICATOR	ACTIVITY	UNIT OF MEASUREMENT	BUDGETED AMOUNT	ANNUAL TARGET	QUARTER ENDING 30 SEPT '09		QUARTER ENDING 31 DEC '09		QUARTER ENDING 31 MAR '10		QUARTER ENDING 30 JUN '10	
					<u>Projected</u>	<u>Actual</u>	<u>Projected</u>	<u>Actual</u>	<u>Projected</u>	<u>Actual</u>	<u>Projected</u>	<u>Actual</u>
4. Financial Reporting	Submit Monthly Financial Report to Mayor	No of reports submitted		12	3	3		3		3		
	Submit Service Delivery and Budget Implementation Plan to Mayor for approval	Approved SDBIP		4	1	1		1		1		
	Prepare reports on Cash Flow and Staff Benefits	Number of reports submitted to Mayoral Committee		4	1	1		1		1		
	Prepare Mid-year Budget and Performance Assessment Report	Mid-year Budget and Performance Assessment Report prepared		1				1				
5. Cash Flow Management And Investments	Prepare Annual Cash Flow document	Cash Flow document prepared.		1						1		
	Revise Cash Flow quarterly	Revised Cash Flow document		4	1	1		1		1		
	Investment of surplus funds	Amount of idle cash in current account		4	1	1		1		1		
6. Debtor Management And Credit Control	Reconciliation of debtors book and a report on writing off of bad debts	Reconciled Debtors book and a report to Council		1	1							
7. Administration Of Payroll And Creditors	Reconciliation of the Payment of salaries and allowances	A reconciled payroll and ledger		12	3	3		3		3		
	Complete salary returns	Copies of returns		12	3	3		3		3		
	Payment of creditors within 30 days	Complaints received from creditors for late payments										

FINANCE DEPARTMENT

KEY PERFORMANCE AREA & INDICATOR	ACTIVITY	UNIT OF MEASUREMENT	BUDGETED AMOUNT	ANNUAL TARGET	QUARTER ENDING 30 SEPT '09		QUARTER ENDING 31 DEC '09		QUARTER ENDING 31 MAR '10		QUARTER ENDING 30 JUN '10	
					<u>Projected</u>	<u>Actual</u>	<u>Projected</u>	<u>Actual</u>	<u>Projected</u>	<u>Actual</u>	<u>Projected</u>	<u>Actual</u>
8. Supply Chain Management	Appointment of Supply Chain Management Officials	Number of SCM officials appointed		1	1							
	Compile database of suppliers	Completed Database		1		1						
	Evaluate tenders and prepare items for Adjudication Committee	No of tenders evaluated.		Ongoing								
9. Valuation Roll	Compilation of the Valuation Roll	Compiled Valuation Roll.	2,000 000									

CORPORATE SERVICES

KPA 1 – INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION

[illegible]

[illegible]

[illegible]

[illegible]

COMMUNITY SERVICES

KPA 1 – Institutional Development and transformation

KEY PERFORMANCE AREA & INDICATOR	ACTIVITY	UNIT OF MEASUREMENT	BUDGETED AMOUNT	ANNUAL TARGET	QUARTER ENDING 30 SEPT '09		QUARTER ENDING 31 DEC '09		QUARTER ENDING 31 MAR '10		QUARTER ENDING 30 JUN '10	
					<u>Projc</u> <u>ted</u>	<u>Actual</u>	<u>Projc</u> <u>ted</u>	<u>Actual</u>	<u>Projc</u> <u>ted</u>	<u>Actual</u>	<u>Projc</u> <u>ted</u>	<u>Actual</u>
1. Contract services	Draft contracts to (fill vacant positions)	No of contracts drafted	574,000									
2. Conference and Seminars	Attendance at relevant conferences and seminars	No of relevant Conferences and Seminars attended	30,247									
3. Entertainment	Organize entertainment events for the community	No of events organised	8,032									
4. Membership			1866									
5. Training councilors	Provide councilors with training	No of councilors trained	490									
6. Lums			1111									
7. Gijima Rural Development			4,247									
8. Housing development plan	Develop a housing plan	Housing Plan Developed	50,000.00									

COMMUNITY SERVICES

KPA 1- Infrastructure and Service Delivery

KEY PERFORMANCE AREA & INDICATOR	ACTIVITY	UNIT OF MEASUREMENT	BUDGETED AMOUNT	ANNUAL TARGET	QUARTER ENDING 30 SEPT '09		QUARTER ENDING 31 DEC '09		QUARTER ENDING 31 MAR '10		QUARTER ENDING 30 JUN '10	
					<u>Projec</u> <u>ted</u>	<u>Actual</u>	<u>Projec</u> <u>ted</u>	<u>Actual</u>	<u>Projec</u> <u>ted</u>	<u>Actual</u>	<u>Projec</u> <u>ted</u>	<u>Actual</u>
9. Ilenge community hall	Construct Ilenge community Hall	Community hall constructed	133,399									
10. Amakhasi community hall	Construct Amakhasi Community Hall	Community hall constructed	90,182									
11. Limehill crèche	Construct limehill crèche	Limehill crèche completed	51,324									
12. Stanford crèche	Construct Stanford crèche	Stanford crèche completed	26,867									
13. Crèche in ward 1	Construct crèche in ward 1	Ward 1 crèche completed	430,000									
14. Crèche in ward 2	Construct crèche in ward 2	Ward 2 crèche completed	430,000									
15. Market stalls at Makhasi Ward2	Construct market stalls	No of market stalls completed										
16. Mkhalandoda community hall	Construct Mkhalandoda community hall	Community hall constructed	380,000									
17. Ward 10 community hall	Construct ward 10 community hall	Community hall constructed										
18. Crèche in ward 5	Construct crèche in ward 5	Ward 5 crèche completed	430,000									
19. Tholeni mini factory	Construct Tholeni mini factory	Mini factory completed	66,011									

COMMUNITY SERVICES

KEY PERFORMANCE AREA & INDICATOR	ACTIVITY	UNIT OF MEASUREMENT	BUDGETED AMOUNT	ANNUAL TARGET	QUARTER ENDING 30 SEPT '09		QUARTER ENDING 31 DEC '09		QUARTER ENDING 31 MAR '10		QUARTER ENDING 30 JUN '10	
					<u>Projec</u> <u>ted</u>	<u>Actual</u>	<u>Projec</u> <u>ted</u>	<u>Actual</u>	<u>Projec</u> <u>ted</u>	<u>Actual</u>	<u>Projec</u> <u>ted</u>	<u>Actual</u>
20. Arts and Crafts center	Construct arts and crafts center	Arts and crafts center completed	90,000									
21. Disaster management	Disaster management	No of disasters managed	264,000									
22. Illenge Cannabilis m Route		Route Completed	1,000,000									
23. Multi Purpose Community Centre	Construction of MPCC	Complete MPCC	4,000,000									
24. Sport	Construction of Sportsfield	Completed Sportsfield	90,000									
25. Ekuvukeni Taxi Rank	Construction of Ekuvukeni Taxi Rank	Completed Ekuvukeni Taxi Rank	1,800,000									
26. Community Halls ward 9			380,000									
27. Market stall ward 2			700,000									
28. Market stall ward 4	Construction of Market Stalls	No of Market Stall Constructed	700 000									

COMMUNITY SERVICES

KPA 2 - LOCAL ECONOMIC DEVELOPMENT

[illegible]

COMMUNITY SERVICES

KPA 3 - GOOD GOVERNANCE AND PUBLIC PARTICIPATION

KEY PERFORMANCE AREA & INDICATOR	ACTIVITY	UNIT OF MEASUREMENT	BUDGETED AMOUNT	ANNUAL TARGET	QUARTER ENDING 30 SEPT '09		QUARTER ENDING 31 DEC '09		QUARTER ENDING 31 MAR '10		QUARTER ENDING 30 JUN '10	
					<u>Projected</u>	<u>Actual</u>	<u>Projected</u>	<u>Actual</u>	<u>Projected</u>	<u>Actual</u>	<u>Projected</u>	<u>Actual</u>
Promotions and special functions	Promote Community Functions	No of Functions held	22 766									
Sports Fund	Provide financial assistance to sporting bodies	No of sporting bodies assisted	150 000									
Social services aid			200 000									
Youth Fund	Assistance in the development of youth	Number of youth programmes financed	110 000									
Peace Fund	Promotion of peace within the Indaka L.M.	No of function held to promote peace	90 000									
Gender Fund	Promotion of gender equality within the local Community	Number of gender equality workshops held	100 000									
Disabled	Provision of aids for the disabled	No of aids provided	40 000									
Religious Promotions	Promotion of religious teachings	No of teachings promoted	40 000									
Pauper Burial	Assistance with pauper burials	No of pauper burials undertaken	665 000									
HIV/AIDS	HIV/AIDS Awareness campaigns	No of awareness campaigns held.	100 000									
Sport	Sporting activities	No of sporting activities held.	90 000									

ENGINEERING SERVICES

KPA 1 – INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION

KEY PERFORMANCE AREA & INDICATOR	ACTIVITY	UNIT OF MEASUREMENT	BUDGETED AMOUNT	ANNUAL TARGET	QUARTER ENDING 30 SEPT '09		QUARTER ENDING 31 DEC '09		QUARTER ENDING 31 MAR '10		QUARTER ENDING 30 JUN '10	
					<u>Projec</u> <u>ted</u>	<u>Actual</u>	<u>Projec</u> <u>ted</u>	<u>Actual</u>	<u>Projec</u> <u>ted</u>	<u>Actual</u>	<u>Projec</u> <u>ted</u>	<u>Actual</u>
1. Contract services	Identify and Implement Contract Services	No of contracts	396,774		99193		99193		99193		99193	
2. Fuel and Lubricants	Determine usage and Re-order levels of fuel and lubricants	Amount of lubricants purchased and used	239268		59817		59817		59817		59817	
3. Registration and license fee	Provide registration and licenses	Amount of registered and licensed items	7781								7781	
4. R&M office furniture and equipment	Repair and maintain office furniture and equipment	Items of office equipment and furniture repaired	31,470		7867		7867		7867		7867	
5. R&M of vehicle and Plant	Maintain a repairs and maintenance schedule of vehicles and plant repairs.	No of vehicles and plant maintained and repaired	141,343		35336		35336		35336		35336	
6. Waste management	Develop and implement a waste management strategy	Strategy developed and implemented	30,211		30211							
7. Contract services (FBE)	Compile an Indigent Register	Compiled Indigent Register	2,799,865		699966		699966		699966		699966	
8. Refuse Removal	Provide Refuse removal	No of wards provided with refuse removal	215,045		53761		53761		53761		53761	

ENGINEERING SERVICES

KPA 2 – SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT

KEY PERFORMANCE AREA & INDICATOR	ACTIVITY	UNIT OF MEASUREMENT	BUDGETED AMOUNT	ANNUAL TARGET	QUARTER ENDING 30 SEPT '09		QUARTER ENDING 31 DEC '09		QUARTER ENDING 31 MAR '10		QUARTER ENDING 30 JUN '10	
					<u>Projec</u> <u>ted</u>	<u>Actual</u>	<u>Projec</u> <u>ted</u>	<u>Actual</u>	<u>Projec</u> <u>ted</u>	<u>Actual</u>	<u>Projec</u> <u>ted</u>	<u>Actual</u>
9. Eradication of bucket system	District Function - Eradicate the bucket system in line with National Targets	No of buckets eradicated	917,585									
10. Ilenge road	Not started – Implementation phase – Contractors need to be introduced to Community.	Road constructed and completed	72,886	1								
11. Madazane Road Ext and Inkomani Road	Reconstruction of Road Hire of machines – Internal Const.	Road Reconstructed	785,600	1	Comple te							
12. MSIG			254,164									
13. Isibindi and Dalikosi	90 % complete	Road construction Complete	423,887	1	Comple te							
14. Izimbongolo Road(2 KM)	60 % Complete	Road construction completed	513,863	1			Comple te					
15. Sgodiphola Mshayazafe Road	70 % Complete	Road construction completed	619,020	1	Comple te							
16. Umbelebele to Skoti	Not started – Implementation phase – Contractors need to be introduced to Community.	Road construction completed	1,100,000	1							Comple te	
17. Mbodwane Road	Not started – Implementation phase – Contractors need to be introduced to Community.	Road constructed	1,100,000	1							Comple te	
18. Vaalkop to Etholeni	Not started – Implementation phase – Contractors need to be introduced to Community.	Road constructed	1,100,000	1							Comple te	
19. Ilenge road phase 2	Not started – Implementation phase – Contractors need to be introduced to Community.	Road constructed	1,100,000	1							Comple te	

ENGINEERING SERVICES

KEY PERFORMANCE AREA & INDICATOR	ACTIVITY	UNIT OF MEASUREMENT	BUDGETED AMOUNT	ANNUAL TARGET	QUARTER ENDING 30 SEPT '09		QUARTER ENDING 31 DEC '09		QUARTER ENDING 31 MAR '10		QUARTER ENDING 30 JUN '10	
					<u>Projected</u>	<u>Actual</u>	<u>Projected</u>	<u>Actual</u>	<u>Projected</u>	<u>Actual</u>	<u>Projected</u>	<u>Actual</u>
20. Cwebelele road	Not started – Implementation phase – Contractors need to be introduced to Community.	Road constructed	1,100,000	1							Complete	
21. Mangcwabeni Road	Not started – Contractor not Appointed. –Closing Date for tender 13 June 08.	Road constructed	1,100,000	1							Complete	
22. Umgejekazi Road	On preliminary Design Stage.	Road constructed	740,000	1								
23. Ubhuku road	Not started – Contractor not Appointed. –Closing Date for tender 13 June 08.	Road constructed	1,050,000	1							Complete	
24. Emangceleni	Not started – Contractor not Appointed. –Closing Date for tender 13 June 08.	Road constructed	1,050,000	1							Complete	
25. Ludimbi Road	Complete – Final Payment and Retention Funds -	Road constructed	111,869	Complete								
26. Emangweni	Construction of the road		1, 000, 000	1								

ENGINEERING SERVICES

KPA 3 – LOCAL ECONOMIC DEVELOPMENT

[illegible]

Operating account		Jul-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	YTD Total
Receipts		2,549.03	2,549.03	2,549.03	2,549.03	2,549.03	2,549.03	2,549.03	2,549.03	2,549.03	2,549.03	2,549.03	2,549.03	30,588.35
Own - services		2,549.03	2,549.03	2,549.03	2,549.03	2,549.03	2,549.03	2,549.03	2,549.03	2,549.03	2,549.03	2,549.03	2,549.03	30,588.35
Equitable Share - services														-
Equitable Share														-
Payments	Suppliers	(1,622,197.55)	(2,480,673.60)	(1,625,343.55)	(2,027,613.90)	(2,127,613.55)	(1,706,014.55)	(1,706,014.55)	(1,706,014.55)	(1,706,014.55)	(1,706,014.55)	(1,706,014.55)	(1,706,014.55)	(11,589,456.70)
Critical expenditure		1,368,315.24	2,226,791.29	1,371,461.24	1,773,731.59	1,873,731.24	1,452,132.24	1,452,132.24	1,452,132.24	1,452,132.24	1,452,132.24	1,452,132.24	1,452,132.24	16,778,956.28
Electricity (note 6)	Eskom	250,016.67	250,016.67	250,016.67	250,016.67	250,016.67	250,016.67	250,016.67	250,016.67	250,016.67	250,016.67	250,016.67	250,016.67	3,000,200.04
- Main account		13,000.00	13,000.00	13,000.00	13,000.00	13,000.00	13,000.00	13,000.00	13,000.00	13,000.00	13,000.00	13,000.00	13,000.00	156,000.00
- small account		7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	84,000.00
- free basic		230,016.67	230,016.67	230,016.67	230,016.67	230,016.67	230,016.67	230,016.67	230,016.67	230,016.67	230,016.67	230,016.67	230,016.67	2,760,200.04
														-
Salaries and Wages (note 2)		931,300.00	1,789,776.05	934,446.00	1,336,716.35	1,436,716.00	1,015,117.00	1,015,117.00	1,015,117.00	1,015,117.00	1,015,117.00	1,015,117.00	1,015,117.00	13,534,773.40
Fuel (note 6)		19,939.07	19,939.07	19,939.07	19,939.07	19,939.07	19,939.07	19,939.07	19,939.07	19,939.07	19,939.07	19,939.07	19,939.07	239,268.84
Repairs & Maintenance (note 6)		28,633.01	28,633.01	28,633.01	28,633.01	28,633.01	28,633.01	28,633.01	28,633.01	28,633.01	28,633.01	28,633.01	28,633.01	343,596.12
Telephone	Telkom & Vodacom	44,149.07	44,149.07	44,149.07	44,149.07	44,149.07	44,149.07	44,149.07	44,149.07	44,149.07	44,149.07	44,149.07	44,149.07	529,788.84
Emergencies (note 7)	Soft Projects	94,277.42	94,277.42	94,277.42	94,277.42	94,277.42	94,277.42	94,277.42	94,277.42	94,277.42	94,277.42	94,277.42	94,277.42	1,131,329.04
Debit orders (note 8)														-
														-
Contracts (note 6)		140,354.31	140,354.31	140,354.31	140,354.31	140,354.31	140,354.31	140,354.31	140,354.31	140,354.31	140,354.31	140,354.31	140,354.31	842,125.86
Security	Beak Security	52,319.99	52,319.99	52,319.99	52,319.99	52,319.99	52,319.99	52,319.99	52,319.99	52,319.99	52,319.99	52,319.99	52,319.99	627,839.88
Financial System	CICS	8,317.65	8,317.65	8,317.65	8,317.65	8,317.65	8,317.65	8,317.65	8,317.65	8,317.65	8,317.65	8,317.65	8,317.65	99,811.80
Photocopiers	Nashua	21,800.00	21,800.00	21,800.00	21,800.00	21,800.00	21,800.00	21,800.00	21,800.00	21,800.00	21,800.00	21,800.00	21,800.00	261,600.00
Skills Dev Levy	SALGA	11,916.67	11,916.67	11,916.67	11,916.67	11,916.67	11,916.67	11,916.67	11,916.67	11,916.67	11,916.67	11,916.67	11,916.67	143,000.04
Solid Waste	Totile	39,000.00	39,000.00	39,000.00	39,000.00	39,000.00	39,000.00	39,000.00	39,000.00	39,000.00	39,000.00	39,000.00	39,000.00	468,000.00
Premicell	Sumsung	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	84,000.00
														-
Long term loans		113,528.00	113,528.00	113,528.00	113,528.00	113,528.00	113,528.00	113,528.00	113,528.00	113,528.00	113,528.00	113,528.00	113,528.00	1,362,336.00
Fleet	Wesbank	86,528.00	86,528.00	86,528.00	86,528.00	86,528.00	86,528.00	86,528.00	86,528.00	86,528.00	86,528.00	86,528.00	86,528.00	1,036,336.00
New Offices	DBSA	27,000.00	27,000.00	27,000.00	27,000.00	27,000.00	27,000.00	27,000.00	27,000.00	27,000.00	27,000.00	27,000.00	27,000.00	324,000.00
Back log: Trade creditors (note 6 and 8)		(864,542.19)				(846,924.00)			(546,924.00)					(1,711,466.19)
Net cash		(2,484,190.71)	(2,478,124.57)	(1,622,794.52)	(2,025,064.87)	(2,971,988.52)	(1,703,465.52)	(1,703,465.52)	(1,703,465.52)	(1,703,465.52)	(1,703,465.52)	(1,703,465.52)	(1,703,465.52)	(13,270,334.54)
Opening Balance (note 1)			(2,484,190.71)	(4,962,315.28)	(6,585,109.80)	(18,000.00)	(2,989,988.52)	(4,693,454.04)	(6,396,919.56)	(8,100,385.08)	(9,803,850.60)	(11,507,316.13)	(13,210,781.65)	
Unspent portion of cond. grant liability														
Net cash for the month		(2,484,190.71)	(2,478,124.57)	(1,622,794.52)	(2,025,064.87)	(2,971,988.52)	(1,703,465.52)	(1,703,465.52)	(1,703,465.52)	(1,703,465.52)	(1,703,465.52)	(1,703,465.52)	(1,703,465.52)	(13,270,334.54)
Closing balance		(2,484,190.71)	(4,962,315.28)	(6,585,109.80)	(8,610,174.67)	(2,989,988.52)	(4,693,454.04)	(6,396,919.56)	(8,100,385.08)	(9,803,850.60)	(11,507,316.13)	(13,210,781.65)	(14,914,247.17)	(13,270,334.54)

Notes

1. Opening balance as at the bank statement